



601 Parkwood Drive, Harrisonburg, VA 22802
(540) 434-9727 | vmmissions.org

Employment and Appointment Application

Equal Opportunity Employer

Virginia Mennonite Missions (VMMissions) is an equal employment opportunity employer within the meaning of Title VII of the Civil Rights Act of 1964, including the religious organization exception. VMMissions offers equal employment opportunity to employees and applicants without regard to race, color, gender, age, national origin or ancestry, disability, veteran status or other status protected by federal, state or local law, except that, as a religious employer, VMMissions is legally permitted to, and does, discriminate on the basis of religion. VMMissions only hires employees, or appoints workers, who profess and commit to practice Christian faith from an Anabaptist perspective, and all employees are required to sign the Lifestyle Covenant in the form below. This policy applies to VMMissions' policies and practice with respect to recruitment, hiring, rates of pay and other benefits, job assignments, promotion, training, discipline and all other terms and conditions of employment.

Please complete this application as fully and accurately as possible.

PERSONAL DATA

1. Name:
2. Present Address:
3. Addresses where you have lived for the last ten years:

Address	Dates lived at this address

4. Phone:
5. E-mail address:
6. Check () all that describe your employment or appointment interest:

- | | |
|---|---|
| <input type="checkbox"/> Long Term (two or more years) | <input type="checkbox"/> International Missions |
| <input type="checkbox"/> TranSend (one or two years) | <input type="checkbox"/> USA Missions |
| <input type="checkbox"/> Short Term (less than six months) | <input type="checkbox"/> Office Staff |
| <input type="checkbox"/> Partners in Mission Team (3 weeks or less) | |

7. When are you available to begin employment/assignment?

REFERENCES

8. In addition to a pastor who knows you well, list three persons (pastor, co-worker, teacher, friend) who know you well from the standpoint of character, motivation and general qualifications. Do NOT include close relatives. Please provide complete addresses.

Name	Address	Email address	Zip	Phone # Day & evening

EDUCATION and EXPERIENCE

9. Circle highest level completed:
- | | | | | |
|--------------------|----|----|----|--|
| <i>High School</i> | | | | |
| 9 | 10 | 11 | 12 | |
- | | | | |
|----------------|---|---|---|
| <i>College</i> | | | |
| 1 | 2 | 3 | 4 |
- | | | | |
|------------------------|---|---|---|
| <i>Graduate School</i> | | | |
| 1 | 2 | 3 | 4 |

10. Attach resumé **or** list schools attended (in chronological order)

Name of high school, college, seminary, Bible, business, nursing school	Location City, State	Date attended		Degree and year received	Field of Study	
		From	To		major	minor

11. Attach resumé **or** list occupational experience (most recent first) for the past 10 years (longer if you deem relevant).

Dates	Employer & Complete Address	Duties and Skills	Reason for Leaving
From: To:			
From: To:			
From: To:			

12. What do you feel are your strengths and weaknesses in the areas of your occupational experience as it pertains to the VMissions position in which you are currently interested?
13. As VMissions works cross-culturally, both in the US and abroad, the ability to speak or write in other languages is an asset. Please list what languages you speak or write, and how well.
14. In both the office and in US and international placements, VMissions employees and appointees frequently interact with persons from other cultures. Describe the times and places you have worked closely with people of a culture or ethnic background different from your own.

CHURCH and CHRISTIAN LIFE

VMMissions is a religious employer. As such, we seek the following information regarding your Christian commitment and church life. Additionally, all applicants are required to sign the attached Lifestyle Covenant *linked here* if they wish to be considered for employment or appointment.

15. How long have you been a Christian?
16. Of what church are you a member? Denomination:
17. What church do you currently attend?
18. What is your current church's pastor's name and contact information?
19. Describe your involvements in your local congregation.
20. Evaluate your ability to work closely and harmoniously with other people, especially as part of a team.
21. What does Christ and the Christian faith mean to you? Please share significant factors in your development as a Christian, how you relate your faith to everyday experiences, and your call to the position for which you are currently interested.
22. Please summarize your understanding of Jesus' call to peacemaking, nonviolence, and love for neighbor and even enemies. What is your personal response to that call?

APPOINTED WORKER SECTION

Complete this section if you are interested in appointed worker position (that is, not an office staff position).

23. For what type of work do you feel best suited? You may wish to include here things you like to do (such as music, sports, working with children).
24. Length of term preferred?
25. Indicate preference of geographical location, if any.
26. Please list any unresolved litigation/lawsuits) or financial obligations (e.g. student loans) you need to resolve prior to your time of service or that may negatively impact your ministry.
27. If you are interested in applying with other mission agencies please list the names of the agencies:
28. If married, please comment on your marital relationship and unity regarding this assignment.
29. If single, please comment on your understanding of biblical singleness.
30. Marital Status: Single
 Engaged: Date of wedding _____ Name of fiancé(e) _____
 Married: Date of marriage _____ Name of spouse _____
 Widowed: Date _____
 Separated: Date _____
 Divorced: Date finalized _____

- By checking this box, you acknowledge that you have read and accept the following VM Missions' policies which are in place because of the demands of ministry, particularly in the first year:
- (i) Single workers are cautioned against entering into a dating relationship or making decisions about engagement and marriage during their first term of service.
 - (ii) Because VM Missions does not typically appoint only one spouse to an international setting, for international workers, marriage while on assignment will initiate a review of the assignment by VM Missions.
 - (iii) Workers are cautioned against having children in the first year of an assignment or until intensive language learning, whichever last occurs, is completed.
 - (iv) Newly married couples will normally be considered for service only after they have been married for at least one year.
 - (v) Persons experiencing major grief, such as due to the loss of an immediate family member or recent divorce are also encouraged to wait a year to apply.

AUTHORIZATIONS AND ACKNOWLEDGEMENTS

- By checking this box, I hereby authorize VM Missions and/or its agents to investigate my background, references, character, past employment, and criminal history record information including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained in this application and/or obtaining other information which VM Missions may deem material to my qualifications for employment or appointment.
- By checking this box, I hereby authorize VM Missions to share my application and personnel information with other church, mission or nonprofit agencies which may join in my appointment or to which I may be seconded, whether or not a joint appointment or secondment actually occurs.

I hereby affirm that the information I have provided in this application is accurate and complete to the best of my knowledge.

Applicant's Signature

LIFESTYLE COVENANT *

Shared Beliefs and Values: VM Missions embraces the teachings of the 1995 *Confession of Faith in Mennonite Perspective*. God is the creator of all that exists. The Bible is our fully inspired and trustworthy guide for who God is, what God is doing in the world, and how we can live as God's people. Scripture also exposes the sin that holds us and our world captive to the forces of evil. We can find salvation through Christ alone. Through the atoning and victorious work of Christ's life, death, and resurrection we may be reconciled to God.

All who open themselves to the transforming power of the Holy Spirit can experience forgiveness, healing, new life, and a new community of peace and joy. As baptized believers, we proclaim and live out the good news of Jesus Christ in the midst of a broken world. We gather regularly to worship and celebrate, discern God's will, give and receive counsel, bear one another's burdens, and be sent into God's mission in the world. We seek to be peacemakers and wise stewards of the resources God has given us. Though we often fall short of God's plan, the church is the foretaste and instrument of God's reconciling activity in the world. We look forward to the day when Jesus Christ will return to make all things new.

Mission: VM Missions equips the church to share new life in Jesus Christ with neighbors near and far.

Vision: VM Missions envisions a Spirit-filled church of many cultures living out God's kingdom in every sphere of life.

Personal Qualities: VM Missions believes that certain shared commitments are essential for participation in God's mission. VM Missions seeks people who:

- Live daily under the Lordship of Jesus Christ and the authority of Scripture.
- Participate in a local fellowship as available in the assigned place of service.
- Express faith in ways that help others to know God through Jesus Christ.
- Adapt to different cultural and social environments with sensitivity to local believers regarding appearance, conduct, values, and traditions.
- Nurture their own emotional, social, spiritual, and physical well being.
- Adopt a life-style consistent with the biblical teachings of respect for all life including peacemaking, non-violence, compassion, and stewardship of creation.
- Demonstrate willingness, as guests, to respect the host culture.
- Embrace sexual wholeness and reserve sexual activity for a marriage relationship between one male and one female and refrain from supporting other sexual activity or practice (premarital, extramarital, and homosexual).
- Practice self-control by refraining from pornography, substance abuse and other addictive behaviors.
- Recognize God's presence in the global church as well as in individual caring communities.
- Are accountable to appropriate and designated supervision.

I recognize that as a representative of VM Missions, I am an ambassador. I represent Christ, the Christian church, the Mennonite sending community, and VM Missions to everyone I meet. By signing below, I acknowledge that I have read, affirm, and commit to this rule of life while serving in this capacity.

Signature

Full name (type or print legibly)

Date

* Approved by VM Missions Board of Directors, April 21, 2012. See www.mcusa-archives.org/library/resolutions/1995/ for a copy of the *Confession of Faith from a Mennonite Perspective*.

Date